

# **Maricopa County Employment Application FAQ's**

**Audience:  
Maricopa County Employees**



**Maricopa County**

Last Update: 6/16/2011

**Welcome to Maricopa County's New Employment Application System! We are hopeful that you will find the FAQ's below useful. Please check back often as this document will be updated on a continuous basis.**



**How do I check the status of an application that I submitted in PeopleSoft (prior to 6/20/11)?**

Current employees may check the status of their PeopleSoft application by accessing PeopleSoft Employee Self Service at <https://my.maricopa.gov> through Friday, August 19, 2011 at 5 pm. After this date, current employees may contact Employment Services at 602-506-3755 to check the status of applications submitted prior to 6/20/11.

**When I created my NEOGOV account, I had the option to choose my "Notification Preference" of either paper or email. If "paper" is chosen, does this mean I will receive notices from Employment Services via U.S. mail?**

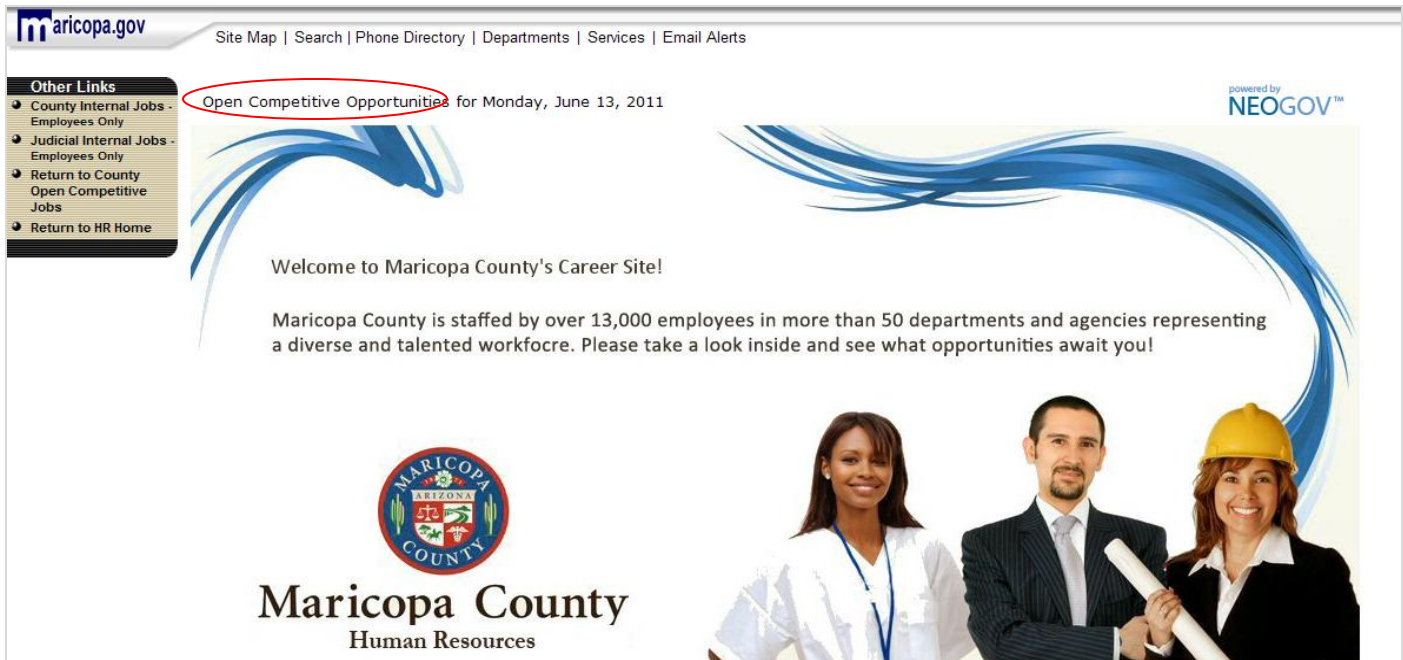
No. Unfortunately, since NEOGOV is an applicant tracking system used by many different public sector agencies throughout the United States, this is a standard question on the "Create Your Account" page that Maricopa County cannot modify based on our business needs. There are some NEOGOV agencies that utilize paper notifications and mail them to applicants, unfortunately, Maricopa County is not one of these agencies. All communications from Employment Services (i.e. application review results, testing notifications, etc.) will be sent to applicants via email using the email address specified on your application. Please be sure to check your email often.

**Does Maricopa County provide a step-by-step application guide for employees?**

Yes. Click [here](#) to access the guide.

## How do employees view current job opportunities available with Maricopa County?

Employees will navigate to [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs) to view a list of job opportunities currently available. This web address will take you directly to the Open Competitive career page.



## Where do employees find the list of current internal job openings?

Once you have navigated to the [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs) web page, you will see a list of available links under the "Other Links" heading. County employees may view a list of "County Internal Jobs" or "Judicial Internal Jobs."



## Can current employees apply for jobs on the Open Competitive web page ?

Yes, current County employees may apply for any opportunities listed on the Open Competitive web page.

## Who is eligible to apply for job opportunities listed on the “County Internal Jobs” page?

Only current Maricopa County employees are eligible to apply for any job opportunities listed on the “County Internal Jobs” page, however, current Judicial Branch employees are not eligible to apply for any opportunities listed on this page. This includes employees of Adult Probation, Juvenile Probation, Justice Courts and Superior Court.



The screenshot shows the Maricopa County Open Competitive website. The header includes the Maricopa County logo and navigation links: Site Map, Search, Phone Directory, Departments, Services, and Email Alerts. A sidebar on the left titled "Other Links" contains: County Internal Jobs - Employees Only, Judicial Internal Jobs - Employees Only, Return to County Open Competitive Jobs, and Return to HR Home. The main content area is titled "Internal Opportunities for Current County Employees for Monday, June 13, 2011" and features the Maricopa County seal. The heading reads "Job Opportunities available for Current County Employees" with a note: "Your valid Employee ID Number will be required." Below this, a link states: "Not a current Maricopa County employee? Please visit our open competitive website at [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs)." A red arrow points to a paragraph explaining that Judicial Branch employees (including Trial Courts, Adult Probation, Juvenile Probation, and Justice Courts) are not eligible to apply for County opportunities listed on this page. It notes that if you are a Judicial Branch employee, internal opportunities within the Judicial Branch may be available using the menu option on the left. Additionally, Judicial Branch employees may view/apply for opportunities posted on the County's open competitive website at [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs).

## Who is eligible to apply for job opportunities listed on the “Judicial Internal Jobs” page?

Only current Judicial Branch employees are eligible to apply for any job opportunities listed on the “Judicial Internal Jobs” page. This only includes employees of Adult Probation, Juvenile Probation, Justice Courts and Superior Court. Employees of other County agencies are ineligible to apply.



The screenshot shows the Maricopa County Open Competitive website for Judicial Internal Jobs. The header includes the Maricopa County logo and navigation links: Site Map, Search, Phone Directory, Departments, Services, and Email Alerts. A sidebar on the left titled "Other Links" contains: County Internal Jobs - Employees Only, Judicial Internal Jobs - Employees Only, Return to County Open Competitive Jobs, and Return to HR Home. The main content area is titled "Internal Opportunities for Current Judicial Branch Employees Only for Monday, June 13, 2011" and features the Seal of the State of Arizona. The heading reads "The Judicial Branch of Arizona Maricopa County" and "Job Opportunities available for Current Judicial Branch Employees" with a note: "Your valid Employee ID Number will be required." Below this, a link states: "Not a current Judicial Branch employee? Please visit our open competitive website at [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs)." A red arrow points to a paragraph explaining that Maricopa County employees are not eligible to apply for opportunities listed on this page. It notes that if you are a Maricopa County employee, internal opportunities within the County may be available using the menu option on the left. Additionally, Maricopa County employees may view/apply for Judicial Branch opportunities posted on the County's open competitive website at [www.maricopa.gov/jobs](http://www.maricopa.gov/jobs). The date "6/16/2011" is visible in the bottom right corner.

## Can non-employees view jobs listed on either of the internal job web pages?

Yes. Non-employees can view job opportunities listed on the internal job web pages, however, if they click on the “Apply” link, they will be prompted to enter an Employee ID number in order to proceed. Without a valid Employee ID number, they will be unable to apply.

The screenshot shows the Maricopa.gov website with a job listing for 'Accounting Specialist'. The job details include a closing date of Sat. 06/25/11 11:59 PM Arizona Time, a salary of \$13.91 - \$22.41 Hourly, a job type of Classified/Full-Time, and a location of Phoenix, 85003, Arizona. On the left, there is a sidebar with 'Other Links' including 'County Internal Jobs - Employees Only', 'Judicial Internal Jobs - Employees Only', 'Return to County Open Competitive Jobs', and 'Return to HR Home'. On the right, there are links for 'Print Job Information' and 'Apply'. The 'Apply' link is circled in red. Below the job details, there are tabs for 'Position Overview', 'Benefits', and 'Supplemental Questions'. The 'Position Overview' tab is selected, showing the purpose of the position and the minimum education and/or experience required: High School Diploma or GED and one year of accounting, bookkeeping or specialized administrative experience.

The screenshot shows the Maricopa.gov website with a job application page. The page has a header with the Maricopa.gov logo and navigation links. On the left, there is a sidebar with 'Other Links' including 'County Internal Jobs - Employees Only', 'Judicial Internal Jobs - Employees Only', 'Return to County Open Competitive Jobs', and 'Return to HR Home'. The main content area contains a message: 'Job opportunities on this webpage are only open to current employees, your valid Employee ID number is required. If you are not a current employee, please review the open job list at www.maricopa.gov/jobs for job opportunities open to all applicants.' Below this message, there is a form with the label 'Enter your Employee ID Number:' and a text input field. A red arrow points from the 'Apply' link in the previous screenshot to this input field. To the right of the input field is a 'Go' button.

## Can I give my family member, friend, etc. my Employee ID number so that they may apply for internal job opportunities?


No. Employees should not provide their Employee ID number to anyone for purposes of applying for internal job opportunities. Employment Services will review each internal application to ensure that the individual is a current County employee and eligible for consideration. Those who are not current employees (or those who are not eligible) will be removed from further consideration.

## Can I save my application as a work in progress?

Yes. When creating an application template, you are able to save your information and continue working on it at a later time. **CAUTION!** While you can complete an application template at any time, if you are applying for a specific position, you **MUST** submit your application prior to the recruitment closing date.

## Can I view the status of my application after it has been submitted?

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and view the status of previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*



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**Quick Job Search** [Advanced Search](#)

Keyword:

Job Category:

Job Location:

**Welcome!** You've arrived at the most comprehensive Web site for finding public sector jobs.

**Who's Hiring?**

**Town of Southern Pines**  
The town of Southern Pines offers competitive salaries and comprehensive benefits. It's a great place to work and even a better place to live! What makes Southern Pines special among similar North Carolina towns is its unique combination of small-town ambience and big-city attractions. Retired individuals, active duty military personnel, working families, singles -- all make up a diverse population.

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**Top 5 Featured Jobs**

- [CIVIL ENGINEER IV \(SR-24\)](#) - Oahu, HI
- [PLANT ELECTRICAL/ELECTRONIC EQUIPMENT REPAIRER \(BC-12\)](#) - Oahu, HI
- [ELECTRICAL ENGINEER V \(SR-26\)](#) - Oahu, HI
- [MOBILE EMERGENCY CARE SPECIALIST I \(AM-09\)](#) - Oahu, HI
- [Judicial Clerk I - O'ahu](#) - O'ahu, HI

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**Are you registered?**

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Update: 6/16/2011

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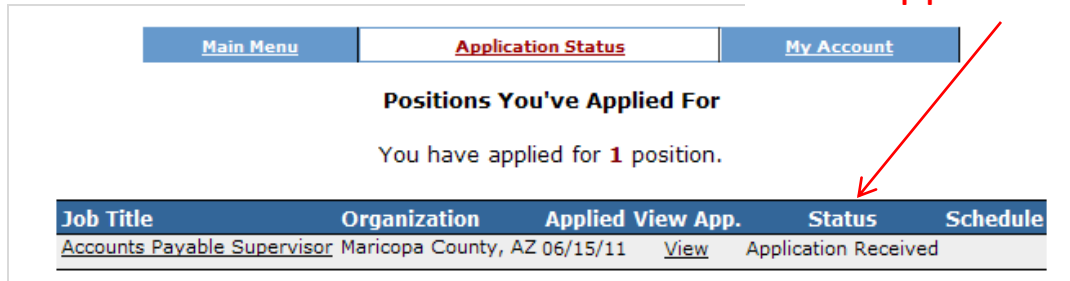
Click on Application Status



Name	Date Created	Modify
App	Jun 15, 2011	Edit   Delete
new_app	Jun 15, 2011	Edit   Delete

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

View Application Status



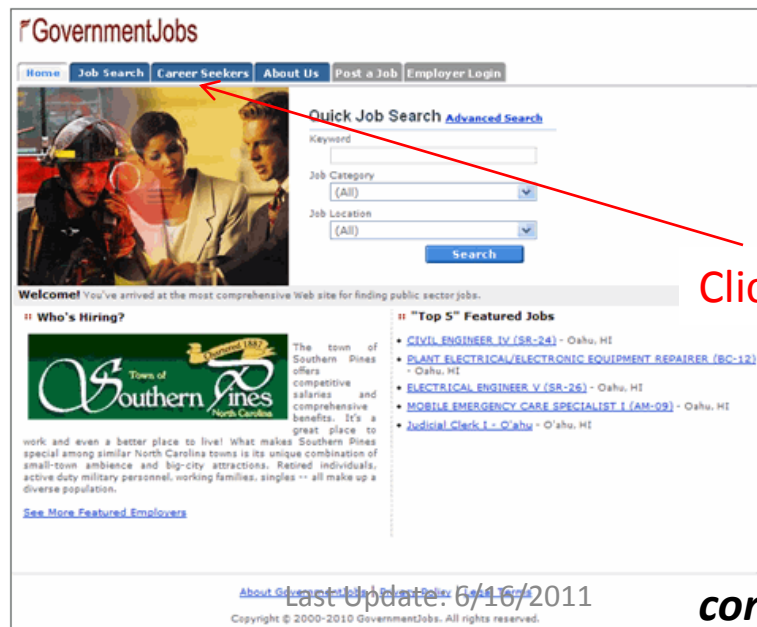
Job Title	Organization	Applied View App.	Status	Schedule
Accounts Payable Supervisor	Maricopa County, AZ	06/15/11 <a href="#">View</a>	Application Received	

**Will I receive an e-mail notification at the conclusion of the application review process?**

Yes. Applicants will receive an email notification once the application review process is complete. The notification will advise you of the application review results. You may also view the status of your application at any time by logging into your account and checking your Application Status.

**Can I view/print a copy of a previously submitted application?**

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and obtain a copy of your previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*



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**Quick Job Search** [Advanced Search](#)

Keyword:

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Job Location:

**Welcome!** You've arrived at the most comprehensive Web site for finding public sector jobs.

**Who's Hiring?**

**Towns of Southern Pines**

The town of Southern Pines offers competitive salaries and comprehensive benefits. It's a great place to work and even a better place to live! What makes Southern Pines special among similar North Carolina towns is its unique combination of small-town ambience and big-city attractions. Retired individuals, active duty military personnel, working families, singles -- all make up a diverse population.

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**Top 5 Featured Jobs**

- CIVIL ENGINEER IV (SR-24) - Oahu, HI
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- ELECTRICAL ENGINEER V (SR-26) - Oahu, HI
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- Judicial Clerk I - Oahu - Oahu, HI

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Click on Application Status

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[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">App</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">new app</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

[Main Menu](#)
[Application Status](#)

**Positions You've Applied For**

You have applied for **1** position.

Job Title	Organization	Applied View App.	Status	Schedule
<a href="#">Accounts Payable Supervisor</a>	Maricopa County, AZ	06/15/11 <a href="#">View</a>	Application Received	

Click here to view/print a copy of the application you submitted

**Can I view/print a copy of a previous job posting that I applied for?**

Yes. You can login to your account via [www.governmentjobs.com](http://www.governmentjobs.com) and obtain a copy of your previously submitted applications with Maricopa County. *Please note that this will not include any applications submitted prior to 6/20/11.*

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**"Top 5" Featured Jobs**

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Click on Application Status

[Main Menu](#) [Application Status](#) [My Account](#)

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Name	Date Created	Modify
<a href="#">App</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">new app</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

Click here to view/print a copy of the job posting

[Application Status](#) [My Account](#)

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<a href="#">Accounts Payable Supervisor</a>	Maricopa County, AZ	06/15/11 <a href="#">View</a>	Application Received	

Last Update: 6/16/2011

**I have a complete resume. Can I just attach my resume instead of completing the entire application?**

No. Maricopa County requires that all applicants complete the employment application in its entirety. While resumes can be included as supplemental information, they do not replace the information requested in the employment application. Furthermore, Employment Services **WILL NOT** consider education, work history or other details provided only in the resume (and not in the employment application).

**Do I have the ability to upload a copy of my resume to the application?**

Yes. Applicants have the ability to cut/paste their resume text **OR** upload their resume file as an attachment to the application. *Please see [online application guide for current employees](#).*

**What types of files can I upload?**

Any of the following: pdf, doc, docx, txt, rtf, jpeg, jpg, tif, tiff

**Can I submit more than one application for a specific recruitment?**

It depends. Currently, there is a re-apply waiting period (for the same recruitment) of 2 days. The purpose of this waiting period is to ensure that applicants do not submit multiple applications for the same job opening. If you want to re-submit revised or new information for a recruitment that you have already applied for, you must wait the 2 day period before the system will allow you to re-apply (assuming the recruitment is still open). Unfortunately, if the recruitment has closed, you are unable to submit a new application. The best approach would be to ensure the first application submitted is as thorough and complete as possible. For more details about this process, please contact us at 602-506-3755.

**My contact information has changed. How do I update my contact information for an application(s) that has already been submitted?**

Unfortunately, applicants do not have the ability to update their contact information for applications that have already been submitted. In order to update contact information for existing applications, please contact Employment Services at 602-506-3755.

## My contact information has changed. How do I update my contact information for FUTURE applications ?

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Username:

Password:

[I Forgot My Username and/or Password](#)

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**Applications You've Created:**

Name	Date Created	Modify
<a href="#">App</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">new app</a>	Jun 15, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

Click on Edit

continued on next page

From the Job Application >>  
Review page, click on Edit Contact  
Information.

**Job Application » Review**

\* Required Field

Contact Information		<a href="#">Edit Contact Information</a>	
Name:	Ron Williams	Address:	301 W. Jefferson Phoenix, Arizona 85003
		Email:	<a href="mailto:rwilliams@fakeemail1.com">rwilliams@fakeemail1.com</a>
		Notification Preference:	Email
Home Phone:		Alternate Phone:	

**Job Application » Profile**

\* Required Field

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* Notification Preference    
By which method would you prefer to be notified about application status, testing dates and examination results?

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

\* Required Field

Update the necessary areas of  
your contact information

Click on Save & View Application  
when complete

**NOTE!** You will need to perform this update for each  
application template that you have created.

Last Update: 5/16/2011